

**Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
REGULAR SESSION**

DATE: January 26, 2004
TIME: 4:00 p.m.
LOCATION: Central Library
Board Room
315 South Rose Street
Kalamazoo, Mi 49007

President Brown called the meeting to order at 4:00 p.m.

PRELIMINARY BUSINESS

Roll Call: All Trustees were present: Cynthia Addison, Donald Brown, Robert Brown, Amy DeShon, Loren Dykstra, Lisa Godfrey, and James Vander Roest.

Approval of Agenda:
There were no changes to the agenda.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

Communications

Two letters were distributed to trustees. The first was a letter from the U. S. Department of Justice, United States Attorney's Office, apprising the board of the status of legal proceedings related to our suit against Program of America Corporation. The second letter was a response from Senator Debbie Stabenow to a letter sent to all legislators regarding the board's stance on the USA Patriot Act.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

III. CONSENT CALENDAR

A. Minutes of the Regular Meeting of December 15, 2003

B. Personnel Items

Albert Sanchez resigned from the position of half-time custodian effective December 14, 2003 to pursue full-time work elsewhere.

Jeff Rybicki moved into the half-time custodian position vacated by Mr. Sanchez January 1, 2004. Mr. Rybicki had been on the hourly Facilities Management staff.

Keith Howard joined the staff on January 20, 2004, in the position of half-time library assistant 3, assigned to the Community Relations Office. Mr. Howard is a graduate student at WMU in the College of Business.

Disposition: The board accepted the minutes of the meeting of December 15, 2003 and the Personnel Items as presented.

IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending December 31, 2003

Recommendation: Director Amdursky recommended the board accept the Financial Reports for the period ending December 31, 2003.

MOTION: MS. GODFREY MOVED AND MS. DE SHON SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE MONTH ENDING DECEMBER 31, 2003 AS RECOMMENDED.



MOTION CARRIED 7-0.

The Financial Reports for the period ending December 31, 2003 were accepted.

ACTION ITEMS

V. A. Anti-Discrimination and Harassment Policy

Recommendation: Mr. Amdursky recommended the board replace the current sexual harassment policy #14, with a more general Anti-Discrimination and Harassment Policy.

Executive
Summary:

When an anti-discrimination and harassment policy to accompany the sexual harassment policy was brought to the board recently, a preference was expressed for combining them into one. The recommended policy does that and will replace our sexual harassment policy.

Both legal counsel and the Personnel Committee reviewed the policy. Employee handbooks are in the process of being revised; this policy will be incorporated upon board approval. Periodically, anti-discrimination and harassment is reviewed with staff, most recently at our annual staff day in October.

The procedures to be followed if an employee feels they are being discriminated against or harassed were given to the board for information. They will be included with the policy in employee handbooks. The policy requires board approval; the procedures do not. The Personnel Committee recommended approval of the policy as presented.

MOTION: THE PERSONNEL COMMITTEE MOVED AND MR. VANDER ROEST SUPPORTED APPROVAL OF THE POLICY AS RECOMMENDED.

Discussion: Ms. Godfrey said the policy basically broadens the scope of the current sexual harassment policy for other classifications for which harassment and intimidation won't be tolerated. When the board's attorney was asked if they could be combined, he indicated they could be.

Mr. Vander Roest explained that in a sexual harassment, quid pro quo situation, KPL is responsible under the law even if the action is prohibited by policy. This pertains to anyone in a situation of authority, including supervisors and managers, who have the ability to make offers to employees. It is important for everyone to understand that point.

Ms. Godfrey added this pertains not only to actions between staff members, but to anyone who comes into contact with staff.

President Brown indicated it is important that clear and consistent procedures should be in place and clearly conveyed to staff. In response to his question about whether the procedures should be indicated within the policy, the board felt the procedures are a separate issue and are the responsibility of management.



MOTION CARRIED, 7-0.

REPORTS

B. Reading Together

Presentation: Terry Lason, Head of Loan and Outreach Services, and Joan Hawxhurst, Coordinator of the Reading Together program, reported to the board on progress to date on this year's program. At this stage it is clear there will be more community involvement and more discussion groups and related programs than in the program's first year. The chosen book, *Nickel and Dimed: On (Not) Getting by in America*, by Barbara Ehrenreich, is proving to be controversial with folks who are excited about the book and those who are angry, some at the book's choice and others who are angry about the conditions addressed by the book. Since the book deals with emotional issues, it is not surprising we will encounter more emotional responses.

Publicity efforts for this program have been excellent. 3000 copies of the readers guide have been published, a dedicated website (www.readingtogether.info) has been developed and an information line with recorded information about program events is available and updated weekly.

More comprehensive and different kinds of statistics are expected to be available after this year's program, which will make it possible to provide a better summary of the effects of the effort on the community.

Trustees decided to talk with Portage Public Library trustees to see if they can arrange a joint discussion of the book to allow them to get to know one another.

Disposition: The board accepted the report, expressed their enthusiasm for *Reading Together*, and their appreciation for the staff's work and commitment in organizing such an extensive and positive community-wide project.

VI. COMMITTEE REPORTS

A. Finance & Budget Committee

No report.

B. Personnel Committee

No report.

C. Law Library Liaison

Ms. Godfrey reported that at the end of each calendar year, Martha Lohrstorfer, law librarian, provides a report for the Kalamazoo County Board of Commissioners. The contract with the county for the provision of law library service at KPL was restructured a year ago. The county is obliged by law to provide a law library, but because of financial difficulties they were experiencing, they wanted to cut back the contract. KPL felt it was our civic responsibility to assume the costs to continue to provide this service. To be able to do that, we reduced open hours by thirteen, and cut back the purchase of some materials.

According to Ms. Lohrstorfer's report, despite those reductions, usage of the law library increased. 5000 patrons used the service, the majority of whom were non-lawyers. Legal clinics, including those provided by Spanish-speaking attorneys were heavily attended. This program continues to be an important community resource and a vital operation.

President Brown noted the modified agreement with the county covers a three year period and could be reopened if the economy improves.

VII. OTHER BUSINESS

A. Directors Report

Presentation: Mr. Amdursky told the board the joint grant request with Kalamazoo Institute of Arts (KIA) as described in his written report will not be submitted; KIA lacks staff to implement the proposed program. He is hopeful the proposal may be submitted at some point with a different

partner. Ms. DeShon indicated she was disappointed the proposal did not include the Eastside neighborhood. The Director explained the plan was to expand the program to distressed neighborhoods after the initial trial period.

We have experienced excellent sales support from Tutor.com, the company providing the *On Line Live Homework Help* service, scheduled to begin in February. Extensive monthly statistics will be provided.

Mr. Amdursky noted he was turning over to KPL a \$500 gift certificate from Amazon that he won as a result of attending the recent American Library Association conference.

Trustees commented on a report prepared at their request regarding utilization of library meeting rooms. They appreciated the information and the work of staff to provide this service to the public, and agreed that fees being charged are reasonable and appropriate.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

Terry Lason, Head of Loan and Outreach Services, and Katy Steadman, Head of Adult Services, told trustees about upcoming adult programming: a series of four films by local film makers and Bronson book discussions of *The Female Heart: the Truth About Women and Heart Disease*, by Marianne Legato.

IX. TRUSTEE COMMENTS

There were several positive trustee comments on current programming and supporting publicity materials.

President Brown reminded trustees of the retreat scheduled for Saturday, February 21 at 8:30 a.m. Depending upon the agenda, the regular meeting scheduled for February 23 may be cancelled.

X. ADJOURNMENT

Hearing no objections, President Brown adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:05 p.m.

Loren Dykstra, Secretary